

**City of Torrance Community Services Department • RECREATION DIVISION**

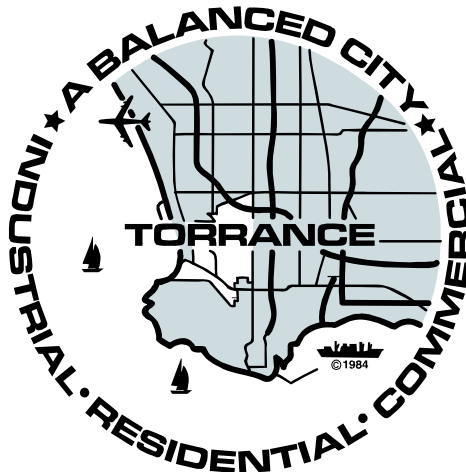
(310) 618-2930 • [www.Recreation.TorranceCA.Gov](http://www.Recreation.TorranceCA.Gov)

“Creating and Enriching Community through People, Programs and Partnerships”

# **Summer 2020**

## **Camp Torrance**

### **Parent/Guardian and Participant Handbook**





# SUMMER 2020 PARENT/GUARDIAN AND PARTICIPANT HANDBOOK

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Welcome to the City of Torrance Community Services Department Day Camp! The purpose of this handbook is to familiarize you with the policies and procedures that govern the Day Camp. It is our hope that the information listed within this handbook will make your child's experience more enjoyable. In an effort to continue offering the quality programming within each of the program sites, regulations must be strictly enforced.

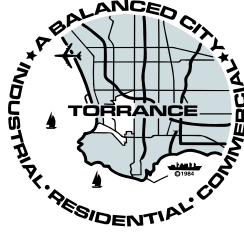
This handbook may be amended throughout the program. Any updates will be posted online at [www.TorranceCA.Gov/DayCamps](http://www.TorranceCA.Gov/DayCamps).

We welcome your comments and suggestions. Please feel free to contact us at any time.

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For additional information, forms, online surveys and newsletters, please visit us online at [www.TorranceCA.Gov/DayCamps](http://www.TorranceCA.Gov/DayCamps).

## **DEPARTMENT VISION, MISSION AND VALUES**



### **City of Torrance COMMUNITY SERVICES DEPARTMENT**

#### **VISION**

Creating and Enriching Community through People,  
Programs and Partnerships

#### **MISSION**

The Community Services Department is committed to providing quality services, activities, programs and facilities for all those who live, learn, work and play in the City of Torrance.

#### **VALUES**

The Community Services Department will:

- Deliver services with integrity and honesty respecting our users
- Foster lifelong learning and personal development
- Cultivate joy, delight and wonder
- Embrace diversity and offer equal access to services and programs
- Incorporate innovation and adopt new technologies to extend, expand and enhance services
- Be responsible stewards of City resources
- Provide opportunities for civic participation and contribution
- Recognize and celebrate staff accomplishments and successes

## **GENERAL INFORMATION**

### **Camp Torrance**

Camp Torrance meets Monday through Friday for one week sessions for children ages 6-12. Camp Torrance is a recreation based program and maintains a ratio of one staff to ten participants. Each session includes arts, crafts, games and activities. The Summer 2020 session begins July 6 and runs for six weeks.

### **Camp Newsletters**

Weekly newsletters will be available each Monday at camp detailing the weekly theme and activities. Newsletters will be posted online on Friday for the following week at [www.TorranceCA.Gov/DayCamps](http://www.TorranceCA.Gov/DayCamps). Activities are subject to change.

### **Day Camp Locations**

Alta Loma Park	26126 Delos Drive (310) 534-3962
El Retiro Park	126 Vista del Parque
Park Room	(310) 328-8254
Rotary Room	(310) 625-7992
Greenwood Park	1520 Greenwood Avenue
Kitchen	(310) 328-8254
Ceramics Room	(310) 953-1797
Room 28	(310) 953-2379
McMaster Park	3624 Artesia Blvd. (310) 618-2334
Pueblo Park	2252 Del Amo Blvd. (310) 533-1540
Sur la Brea Park	23610 Cabrillo Ave. (310) 534-5172

### **Day Camp Fees and Hours**

Torrance Camp is \$150 for Torrance residents and \$165 for non-residents. Camp runs from 9:00 a.m. to 4:00 p.m.

### **Day Camp Late Pick Up**

A \$10.00 late fee will be charged per child for every fifteen minute interval. Late fees are charged per participant. There is no grace period. The clock at camp will be used to determine the time.

For example, Camp ends at 4:00 p.m. A late fee will be charged beginning at 4:01 p.m. The clock at the facility will be used to determine the time. The late fee is \$10.00 for every fifteen minute interval or portion thereof that the child is late being picked up. For example: pick up between 4:01 and 4:16 p.m. is a \$10.00 late fee; pick up between 4:17 and 4:32 p.m. is a \$20.00 late fee.

- A Late Pick Up form will be completed with the time picked up/dropped off and the amount owed. The form will be given to the Registration Office, and the parent/guardian will receive an invoice in the mail. Staff do not collect fees at Camp.
- If a participant is picked up late on three occasions, it will be grounds for suspension from the Camp until arrangements can be made to ensure that the participant is dropped off/picked up on time. Emergencies called in by telephone will be taken into consideration. Participants may be suspended or expelled if they are picked up after 4:30 p.m., even if it is the first time being picked up late.

## **POLICIES AND PROCEDURES**

### **Registration Information**

- New enrollments must be made with the Registration Office by 5:00 p.m. the Thursday prior to the start of the program. The Registration Office is located in the West Annex of City Hall and is open Monday-Friday, 8:00 a.m. to 5:00 p.m. alternating with a closed Friday every other week. The Registration Office can be reached at (310) 618-2720 and is closed to walk in customers as of 6/23/20. **Registration for Summer 2020 will be online only.**
- Parents/Guardians must call the Registration Office at least one week prior to the start of the program if they wish to cancel, transfer to a different week, obtain a credit on account or obtain a refund. No credits, transfers or refunds will be issued after this time. A 20% administrative fee will be deducted for each week in which a refund is given.
- Waiting lists are established once a program has filled. If a vacancy occurs prior to the start of program, waiting list participants will be notified by phone in the order they were placed on the list. Participants will then have one (1) business day to contact the Registration Office to pay for the program. All payments must be received by 5:00 p.m. the Thursday before the program begins. Please keep your phone number(s) current with the Registration Office.
- Returned checks will result in cancellation from the program. Your child will not be able to return until all registration fees and a \$25.00 returned check fee has been paid.
- Refunds will not be given for days missed. Fees are not prorated.
- The City's Tax ID Number is 95-6000803. This is also located on your receipt. Staff at the site are not allowed to sign any documents for reimbursement from employers. Please contact the Registration Office at (310) 618-2720 to obtain any signatures required for reimbursement.

### **COVID-19 Related Information**

Due to the COVID-19 pandemic, and to ensure the safety of participants and staff, we have made several changes to our summer day camp programs.

- Each park room is limited to ten campers with two staff. Every attempt will be made to schedule the same two staff each day.
- Staff will clean and disinfect high touch areas and shared equipment throughout the day. Additional cleaning will take place before and after camp each day.
- Campers will be reminded to wash their hands for at least 20 seconds before eating and throughout the day. Soap and paper towels will be provided.
- Hand sanitizer with at least 60% ethyl alcohol will be provided.
- Campers will be asked health screening questions prior to entering the building each day. Temperatures will be taken with no touch thermometers. If a camper has a fever of 100.4 degrees or higher, they will not be allowed to attend camp. Campers should not return to camp until they are fever free, without medication, for three days.
- Campers and staff will wear face coverings during the program. Campers will need to provide their own face covering.
- Campers are reminded to maintain social distancing of six feet with other campers and staff. Campers from the same household can be closer together. Staff may momentarily come closer as necessary to assist campers.
- Park playground equipment will not be used by campers.
- Campers will have their own craft supplies: markers, scissors, glue, etc.
- There will not be any field trips or bus excursions. (We hope to bring them back next summer!)
- Campers must bring their own snacks each day.
- Sign in and out will take place at the door or outside of the camp room, and new procedures will be implemented.

- Campers will need to bring a bin with a lid each day to store their belongings. The bin will go home with the child at the end of each day.

### **Participant Emergency Forms**

These forms are required for each participant and are kept at each site. Please keep this information current, as they contain emergency contact information and an authorized list of adults allowed to pick up your child. You are encouraged to list anyone who might pick up your child, especially in case of an emergency. Phone calls will not be accepted. Only adults 18 years of age and older who are listed will be allowed to sign out participants. Court documents will need to be provided in the event that a parent/guardian is not permitted to pick up a child. Please see page 14 for additional information.

### **Toileting**

All participants must be toilet trained. Staff are unable to assist with toileting.

### **Notification of Special Needs**

Please notify staff if your child has any special needs, allergies, behavioral concerns, etc. and provide complete information on the Participant Emergency Form. If a child has a severe allergy and/or requires medication while at the program, a Severe Allergy Form and/or Medication Policy will be required. Staff will review the Participant Emergency Forms, Severe Allergy Forms and Medication Policies of all participants prior to the start of each session. (Please refer to page 13 for additional information regarding this topic.)

Children with special needs may be admitted after the Supervisor discusses with the parent/guardian the child's strengths and limitations prior to registration. Staff are not able to provide one on one care for any child except on an intermittent basis, such as injuries and disciplinary issues. We strive to balance the needs of each child with the needs of all participants. If the child has an aide, the aide will be responsible for registering as a volunteer with the City prior to the start of the program.

### **Mandated Reporting**

City of Torrance Community Services Department employees are mandated to report any suspected cases of child abuse or neglect directly to the appropriate authorities for investigation.

### **Camp Activities**

- Weekly Newsletters will be available each Monday detailing the weekly activities and what to bring and wear each day. Newsletters will be posted online on Friday for the following week at [www.TorranceCA.Gov/DayCamps](http://www.TorranceCA.Gov/DayCamps)
- Although staff make every attempt not to deviate from the schedule, activities are subject to change.

### **What to Bring to Camp**

- A bin with a lid to store any belongings and lunches. The bin will go home with the camper each day.
- A sack lunch (that does not require cooking or refrigeration) with a drink.
- Campers should bring snacks and extra water.
- Sunscreen: We encourage daily application of sunscreen by a parent/guardian prior to their arrival at the program. Staff will regularly remind participants to reapply but cannot assist with application.
- Campers must wear closed toe tennis shoes each day to camp.

### **What Not to Bring to Camp**

The City of Torrance Community Services Department is not responsible for lost, stolen or damaged items of the participants. We do not allow cell phones, tablets, music players, laptop computers, headphones, pagers, video games, personal and/or electronic toys, e-readers, Bluetooth devices, bicycles, hoverboards, rollerblades, skateboards or scooters; food that requires cooking or refrigeration; games such as Yu-Gi-Oh, Pokemon or Bakugon. (Exception for some of these items will be Electronics Days.)

### **Participant Cell Phone Policy**

Cell phone use by participants is prohibited. Staff will immediately confiscate any cell phone in a participant's possession and return it to the parent/guardian at the end of the day. This policy is designed to help all participants remain engaged in the program and have a more meaningful experience. Parents/Guardians are advised to call the program if there is an emergency. Please assist us in this area by refraining from calling or texting your child's cell phone during program hours.

### **Lost and Found**

Lost and found items will be kept at each site. Lost items will be held for two weeks. The City of Torrance Community Services Department is not responsible for lost, stolen or damaged items. If a name and/or phone number is on an item, staff will call the parent/guardian to inform them. Please label all items brought to the program: camp t-shirts, backpacks, towels, sunscreen bottles, water bottles, lunch boxes, jackets, sweatshirts, etc.

### **Participant Attire**

Participants are **required** to wear closed toe shoes each day. Play clothes are recommended for the program. No midriff shirts please.

### **Snacks**

Snacks are not provided by camp staff. Campers should bring their own snacks. There will be a time for campers to have snack in the morning and afternoon. Campers will not share snacks with one another unless they are members of the same household.

Please notify staff of special dietary restrictions and food allergies. If your child has a severe food allergy, a Severe Allergy Form will be required. The Severe Allergy Medication Policy is available online ([www.TorranceCA.Gov/DayCamps](http://www.TorranceCA.Gov/DayCamps)), at the program site and at the Recreation Division Office.

### **Staff**

Each site has a Community Services Leader III and Community Services Leader II to maintain a ratio of one staff to ten participants.

### **Movies**

Movies may be shown. Most movies are G rated. Some prescreened PG movies may be shown. If a PG movie will be shown, the name of the movie will be posted in advance.



# **PROGRAM RULES AND DISCIPLINE GUIDELINES AND PROCEDURES**

## **Rules for Participants**

The Day Camp rules include, but are not limited to, the following:

1. No physical fighting, threatening or intentionally causing physical or emotional harm to anyone.
2. No use of profanity or inappropriate comments.
3. Participants must wear a face covering while at the program.
4. Participants must stay in assigned areas and maintain social distancing of 6 feet between other participants and staff.
5. No inappropriate behavior or gestures.
6. No stealing, cheating or lying.
7. Participants must respect program property and supplies, as well as other participants' property.
8. Participants must listen to direction from staff.
9. Participants must respect staff and other participants.
10. Participants must keep their hands to themselves.
11. No damaging or defacing of property (including program facility, park and personal property).
12. Participants must not bring items from the "What Not to Bring" list on page 6.

## **Disciplinary Procedures**

Our discipline procedure is very basic and allows children the opportunity to choose a behavior that is most beneficial to their daily experience. When a child makes a committed choice to not follow directions and refuse our methods of discipline, we have lost the ability to provide a good experience for that child. In addition, it causes unnecessary interruptions for other children and staff. We reserve the right to review each disciplinary problem based on the severity of the infraction.

Camp Torrance is designed for children who can function in a recreation setting at a ratio of one staff to ten participants. The staff are trained to handle typical juvenile issues. Staff are not, however, trained to handle participants with extreme behavior problems. The staff to participant ratio prohibits the staff from being able to handle excessive behavior problems. Following program policies and rules provides participants with an atmosphere of support which includes clearly set guidelines and therefore, ensures that each participant's experience will be positive. We must balance the needs of each child with the needs of all children. Please see page 5 for additional information regarding participants with special needs.

It is program policy to discuss consequences and discipline of participants only with their parent/guardian. We do not share consequences or discipline with other parents/guardians.

## **Disciplinary Steps**

- **Depending on the severity of the offense, a participant may be immediately suspended or permanently expelled from Camp Torrance programs upon the first offense if their behavior is not conducive to maintain a safe and wholesome environment.**
- Staff will inform participant of the rule(s) that have been broken. If the behavior persists, the participant will be asked a second time to discontinue their actions. After that, they may be placed in time out or lose privileges. Time out lasts anywhere from 1 to 15 minutes and requires the child to sit quietly, apart from the group (within staff view). Staff will notify the parent/guardian.
- If the same behavior or other disruptive behaviors continue to take place, causing a strain on the flow of activities for other participants, a Consequence Form will be issued, and the parent/guardian will be notified by phone. The Consequence Form will indicate what behavior

occurred and the consequence(s) associated with the behavior. The information will be discussed with the parent/guardian at pick up. A participant may be required to be picked up early (within 30 minutes of the phone call) depending on the severity of the rule(s) broken.

- If there are further incidents, the participant will receive a suspension or be expelled from the program. The length of the suspension will be based on the severity of the offense. If a participant is expelled from the Camp Torrance programs, they will not be eligible to sign up for the City of Torrance After School Club, Mini Kids Club or Day Camp programs in the future. Parents/Guardians will not receive a refund if their child is suspended or expelled.
- Additionally, abrasive behavior from parents or guardians can result in the child being excused from the program.

More severe behaviors (including but not limited to physical assault, threats, fighting or biting), possession of any type of item which may injure or harm anyone, theft and vandalism will not be tolerated. Any violation can result in expulsion, even if it the first offense. Any child who brings alcohol, drugs or weapons to the program will be expelled from the program.

### **Consequence Forms**

If your child receives a Consequence Form, it will become part of their permanent file and will carry over from year to year. If a child receives a cumulative total of four Consequence Forms, they will be expelled from the program.

### **Bullying**

Bullying is any intentional hurtful act, committed by one or more persons against another. Types of bullying include, but are not limited to, physical, verbal or relational and will not be tolerated. Any child who is found bullying another participant will receive a time-out and a parent/guardian conference on the first offense. A second offense for bullying is grounds for a Consequence Form and suspension.

### **Verbal/Physical Intervention**

Staff have a responsibility to maintain a safe and orderly environment for the public, program participants and for themselves while in City programs and at City facilities. In situations where harm might come to a member of the public, program participants or to staff themselves, staff is expected to intervene when they can and/or feel appropriately safe to do so. In the event staff does not feel safe, they are expected to contact the proper authorities (i.e. a Supervisor or Police Officer) immediately so that appropriate action can be taken.

If a situation is escalating, or is occurring, staff are expected to *verbally* intervene when possible. If they feel safe to do so or as stated above, they will contact the proper authorities. Staff should **NOT** put their hands on a child or on any program participant or member of the public. However, in a situation where physical intervention is immediately necessary (i.e. to keep a program participant from harming themselves or another person), staff may physically intervene, only when absolutely necessary. If a situation such as this occurs at the program, the parent/guardian will be contacted immediately.

## **SICK PARTICIPANTS AND MEDICATION POLICIES**

### **Sick or Injured Participant**

If your child is exhibiting any sign or symptoms of illness, such as a runny nose, continual cough, fever or other illness-related side effects, please be considerate to others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when they should return to the program. In order to provide quality care for the participants, we want to provide a sanitary environment for the children and our staff. If a child is dropped off and exhibits signs of sickness, the parent/guardian may be called to pick up the child, and we may ask the child not to return until he or she is well again.

- Keep your phone number and emergency contact numbers up-to-date on the Participant Emergency Form.
- Our programs are not set up to handle sick children. If your child becomes ill (especially with, but not limited to fever or vomiting), you will be contacted to come and pick up your child immediately. If you cannot be reached, we will contact someone on the Emergency Form.
- If your child receives a minor injury, such as a scraped knee, the staff will administer basic first aid (i.e., wash injured area and provide a Band-Aid) and will inform you of the incident when you pick up your child.
- If your child receives a more serious injury, staff will take whatever steps are necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to:
  - Attempt to contact a parent/guardian to inform you and to give you the opportunity to take your child to a physician.
  - Attempt to contact you through any person listed on the Participant Emergency Form.
  - If we cannot contact you or your child needs immediate attention, we will call 911.
- Please do not send your child to camp if they have lice or chicken pox. If staff observe what appears to be lice in a child's hair or what appears to be chicken pox, the parent/guardian will be called to pick up the child. A letter will be sent to all parents/guardians notifying them of possible exposure to lice and/or chicken pox.
- To ensure the safety of the injured child and of all campers, staff will use their discretion, along with the medical limitations of the participant, when determining participation in activities. For example, participants wearing a cast will not be allowed to play certain games or participate in water activities.

### **Daily Health Screening**

Every participant will be screened for COVID-19 symptoms by asking the following questions prior to entering the camp program each day.

- Have you been in close contact with a confirmed case of COVID-19?
- Are you experiencing a cough, shortness of breath or sore throat?
- Have you had a fever in the last 48 hours?
- Have you had vomiting or diarrhea in the last 24 hours?

Campers will also have their temperature checked by staff each day. Campers with a temperature of 100.4 degrees will not be permitted into camp. Campers should not return to camp until they are fever free, without medication, for three days.

### **Medication Policy**

The City of Torrance Community Services Department has established a Student Medication Policy for parents/guardians, participants and staff to follow when a participant needs to take medication during the program. This policy is for participants that are able to administer their own medication.

Parents/guardians will need to submit the completed forms prior to the child's first day in Day Camp. The Medication Policy is available online ([www.TorranceCA.Gov/DayCamps](http://www.TorranceCA.Gov/DayCamps)) and at the program site.

### **Severe Allergy Medication Policy**

The Department has established a separate Severe Allergy Medication Policy for dealing with participants with severe allergies. A "Severe Allergy" is defined as an allergy that would pose a life threatening danger without immediate medical assistance. "Immediate" is defined as the need for assistance in less time than it would take for the paramedics to arrive. Parents/guardians will need to submit the completed forms prior to the child's first day in Day Camp. The Severe Allergy Medication Policy is available online ([www.TorranceCA.Gov/DayCamps](http://www.TorranceCA.Gov/DayCamps)) and at the program site.

## **PARTICIPANT SIGN IN AND SIGN OUT**

Each day when you sign your child in and out, please check for any new information or notices at the sign in/out tables. Adults dropping off and picking up children must wear a face covering. Please maintain social distancing of 6 feet during sign in and out.

### **Participant Sign-In**

- All participants must be signed in by those authorized adults 18 years of age or older who are listed on the Participant Emergency Form.
- Camp staff will identify the adult dropping off the camper and sign them in on the sign in sheet.
- Sign in will take place outside or at the door of the camp room. Only campers will be allowed to enter the room.
- A parent/guardian or their authorized designee must drop off campers.
- Once a participant is signed in at the program, they are considered to be part of the program that day. They will not be allowed to leave without being properly signed out.
- Please practice social distancing if there is a line.
- Campers will be asked health screening questions, and their temperature will be taken prior to entering the camp each day. Please allow extra time for health screenings.

### **Participant Sign-Out**

- Parents/guardians should list everyone that might pick up their child on the Participant Emergency Form. No phone calls will be accepted. Participants must be picked up by an authorized adult 18 years of age or older.
- Staff will identify the adult picking up the camper and sign them out on the sign out sheet.
- Parent/guardians or their authorized designee must pick up the participant immediately upon arrival to the site. Parent/guardians will not be allowed to hang out or visit with their child at the program. Be prepared to present government issued identification when signing out a child.
- Once a child is signed out of the program, they will not be allowed to return on that day.
- If a participant leaves the program grounds without permission, they may be expelled.
- Late fees will be issued per child if they are picked up late. Please see the Late Pick Up and Early Drop Off section on page 4 of this handbook for more information. The site clock will be used to determine late pick up or early drop off fees.

### **Separated/Divorced Parents/Guardians**

- Parents/guardians who are separated or divorced will need to provide copies of a signed court order if there are any restrictions regarding their child. Without a signed court order, staff will be required to release the child to either parent/guardian or whoever they authorize to pick up the participant.
- Staff cannot get involved in personal matters and will not deliver messages between separated/divorced parents/guardians. To avoid putting staff in a difficult situation, please do not share personal information unrelated to the program with staff.
- Staff are not allowed to give out copies of program documents (i.e. accident reports or attendance sheets). Copies can be obtained through the City Clerk's Office.
- Any issues related to the child will be discussed with whoever picks up the participant that day. Separated/divorced parents will need to determine their own method of sharing information. Staff will not make separate phone calls.
- Any written material that is mailed from the Recreation Services Division Office will be mailed to the individual that paid for the child's registration.

## **PARENT/GUARDIAN COMMUNICATION**

### **Communication**

We ask that parents/guardians call to speak to their child only in the event of an emergency. The telephone at the site and camp cell phones are for emergency use and for official business only. The phone lines must be kept open so that staff can be reached in the event of an emergency. For this reason, we ask that parents/guardians call the site only in the event of an emergency or for official business. Social phone calls to participants will not be allowed. Participants will not be allowed to use the phone to call their parents/guardians unless there is a situation that needs immediate attention. Parents/guardians must notify staff if their address or phone number changes. Parents/guardians should provide staff with a cell phone or pager number for emergencies. Please do not contact participants on their personal cell phones.

### **Staff and Participant Interaction**

Staff members are not allowed to contact participants or parents/guardians outside of program activities. This includes, but is not limited to letters, emails, telephone calls, text messages, visits and social networking sites (instagram.com, facebook.com, twitter.com, youtube.com, Snap Chat, etc.). Staff members may not baby-sit, transport or walk home any program participants. Please do not put staff in an awkward position by asking them to baby-sit, tutor, transport or walk your child home.

### **Visitation**

Due to the COVID-19 pandemic, we are not able to accommodate visitors in the camp rooms. Entrance to indoor camp rooms are limited to staff and program participants.

### **Parent/Guardian Behavior**

- Any abrasive or threatening behavior by a parent or guardian displayed towards staff members, participants or other parents/guardians may result in suspension or expulsion from the program.
- Parents or guardians are not allowed to discipline or question children who are not their own at the program.
- If a concern arises, please ask to speak with staff or contact Supervisors directly.

## DAY CAMP PROGRAM PARTICIPANT AGREEMENT

We, have read, discussed and understand the Day Camp Parent/Guardian and Participant Handbook. By signing this Participant Agreement, we agree to adhere to all rules, policies and procedures detailed in the Day Camp Handbook.

### As a parent/guardian, I agree to:

- Read the posted newsletter, memos, notices and other important information that is distributed.
- Keep staff informed about a change of my phone number or address for myself and the people listed on the Participant Emergency Form.
- Send my child with enough lunch, snacks and water for the day.
- Provide a face covering and bin with a lid for my child each day.
- Allow time for staff to talk to me about my child when I pick them up at the end of the day.
- Inform the staff if something is unsatisfactory.
- Give suggestions of effective means of dealing with my child's behavior at the site.
- Identify relevant situations that my child may share with me (the parent/guardian), but didn't share with staff.
- Inform staff of any special consideration regarding my child and provide appropriate forms as needed (custody paperwork, restraining orders, Medication Form, Severe Allergy Medication Form, etc.)
- Agree not to display any abrasive or threatening behavior towards any staff member, another parent/guardian or a child. Abrasive behavior may result in suspension or expulsion from the program. Parents/Guardians may not discipline children who are not their own.
- Agree to drop off/pick up my child on time to avoid late fees.

### As a participant, I agree to:

- Have fun at the program.
- Give staff ideas about fun things I want to do at the program.
- Tell staff if I am having problems with another participant immediately.
- Tell staff if I get hurt or don't feel well.
- Maintain social/physical distancing of six feet with other campers and staff.
- Wear my face covering while at camp.
- Follow all program rules. (Program rules are listed on page 10.)

\_\_\_\_\_  
Child's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

**Please keep this page for your records.**

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- Send my child with enough lunch, snacks and water for the day.
- Provide a face covering and bin with a lid for my child each day.
- Allow time for staff to talk to me about my child when I pick them up at the end of the day.
- Inform the staff if something is unsatisfactory.
- Give suggestions of effective means of dealing with my child's behavior at the site.
- Identify relevant situations that my child may share with me (the parent/guardian), but didn't share with staff.
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- Agree not to display any abrasive or threatening behavior towards any staff member, another parent/guardian or a child. Abrasive behavior may result in suspension or expulsion from the program. Parents/Guardians may not discipline children who are not their own.
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- Give staff ideas about fun things I want to do at the program.
- Tell staff if I am having problems with another participant immediately.
- Tell staff if I get hurt or don't feel well.
- Maintain social/physical distancing of six feet with other campers and staff.
- Wear my face covering while at camp.
- Follow all program rules. (Program rules are listed on page 10.)

\_\_\_\_\_  
Child's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

**Please turn this page in on the first day of the program.**